

ARRIVAL & CHECK-IN

Upon arrival to the museum, the drop off location for your group will be at the Main: ntrance We ask that the lead contact for the group de-board the bus and proceed to the Visitor Services desk to check in the group unless otherwise specified in your contract. A museum Public Programs Educator will board your groups bus to guide the students and chaperones into the building to the Gathering Space.

GROUP TOUR CAPACITY

The museum requires an adult chaperone and/or teacher to accompany students for guided tours. Chaperones and teachers are requested to supervise and remain with their groups at **ALL** times in **ALL** locations during the visit. We request that all large groups scheduled for a guided tour be subdivided into smaller groups of **up to 40 individuals maximum** prior to the start of the tour unless otherwise specified in your contract.

CHAPERONES

Kindergarten - Grades 3 One (1) adult chaperone and/or teacher for every 5 students Grades 4- 12: One (1) adult chaperone and/or teacher for every 10 students

Please note additional chaperones are required to pay \$15.00 per person. Any chaperone paying outside of the lump sum payment of the group are required to pay \$20.00 at time of arrival.

Please be sure to distribute a copy of the enclose Chaperone Letter to each of your chaperones prior to your visit.

LUNCH

Lunches are scheduled in the Pequot Café area. Please be aware that this space may be shared with another group. Upon entering the museum, there will be a designated area for your group to store lunches, backpacks and coats during your visit.

Please review the itinerary listed for accuracy. If you find a discrepancy, please feel free to contact Group Sales at (860)396-6839. We look forward to your visit to the Mashantucket Pequot Museum.